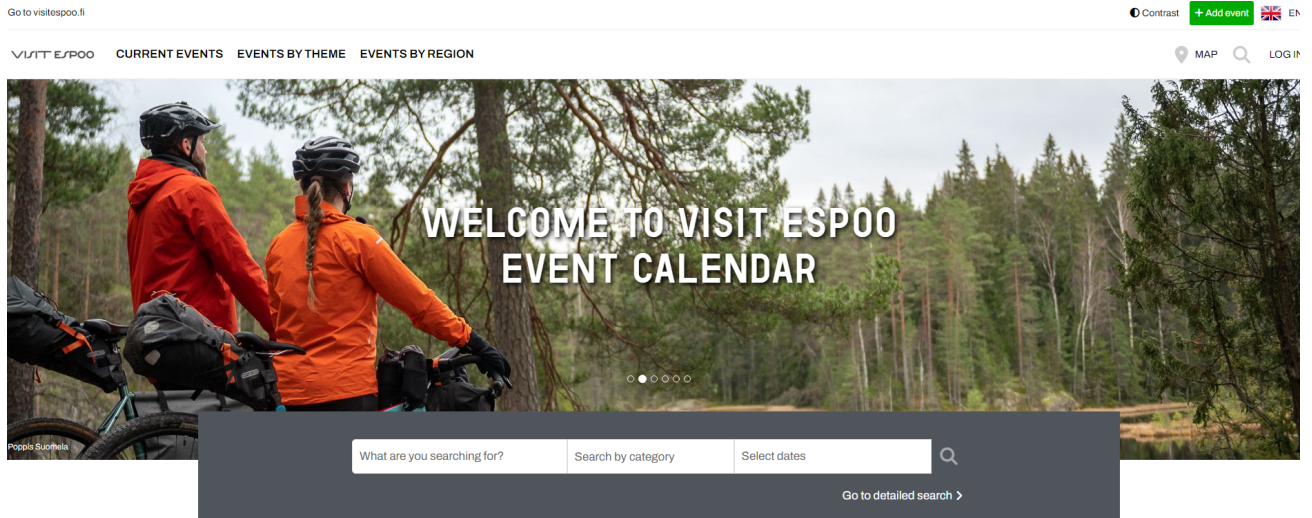


VISIT ESPOO EVENT CALENDAR –GUIDE

In the upper right corner, press +ADD.



CREATE A (USER) PROFILE

First of all, you will receive a Sign-up form to create an account (each user needs to have their own account even though they will be taking care of the company account that will be created in the next step). If you already have a personal profile you can use the Log In form.

Sign up

Do you have an account already? [Log in](#) ▶

I confirm I accept the [Terms & Conditions of this Service](#) and its [Privacy Policy](#), [Terms of Service](#) and [Privacy Policy](#).

Send me tips & tricks on how to best use the services

SIGN UP

CREATE COMPANY/EVENT ORGANISER PROFILE

Once you create your account you can move into creating (company/event organizer) profile by clicking in right upper corner ADD and in following pop-up window choose CREATE PROFILE. Then you can follow filling the form starting with the Profile (company/event organizer) name.

NOTE: Remember to add also Finnish language version by clicking manage languages button, or use the translate button under the name and description fields.

Create profile

↓ Default language

EN

Manage languages



Name of Profile page

Name of Profile page

Translate

Continue by sharing short and long description about the company/event organizer. You may add up to max. 5 hashtags (remember to use key words that may be search by bigger amount of audience)

Short description

i To optimise your Page content for different purposes we need a short and precise description of your content. For example, social media share previews, search engine results, etc. Keep the length to 200 characters.

- Write a short description for marketing purposes now
- Skip for now, I will write a short description later

Short description

Translate

Long description



i Long description for organizer

Long description

Translate

Where do you want your page to be displayed?

i This page cannot be added to any content collection

Add your own hashtags

i Carefully describe the hashtags associated with your page. Please, do not use more than four key words.

↓ Default language

EN

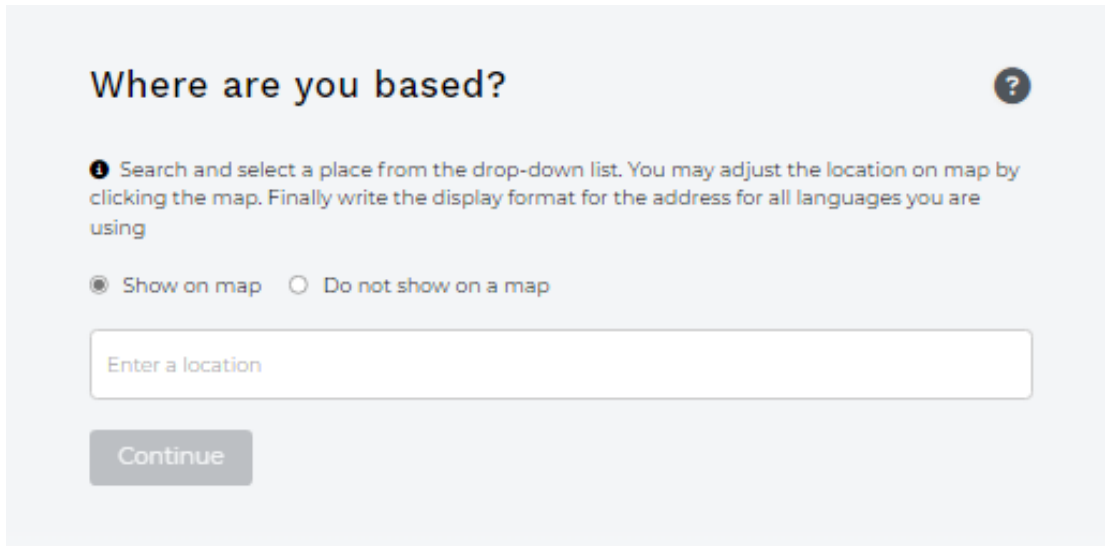
#Create a new hashtag or select from the list



Nothing added yet

Continue

After pressing continue, explain the company main location and whether you choose to share the location on the map or not.



Where are you based? ?

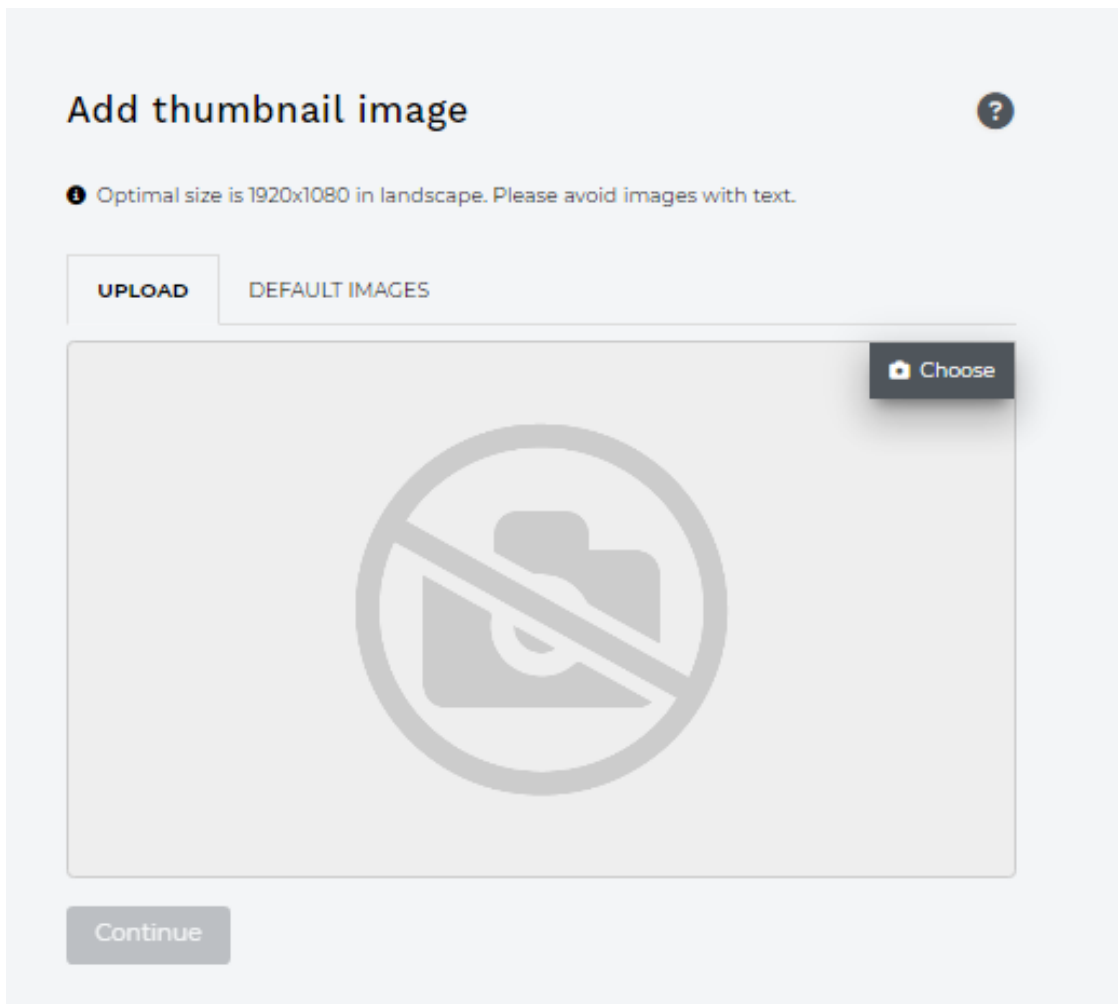
i Search and select a place from the drop-down list. You may adjust the location on map by clicking the map. Finally write the display format for the address for all languages you are using

Show on map Do not show on a map

Enter a location

Continue

Upload company/event organizer photo in size 1920x1028.



Add thumbnail image ?

i Optimal size is 1920x1080 in landscape. Please avoid images with text.

UPLOAD **DEFAULT IMAGES**

Choose

Continue

Remember to fill also photo's copyrights info and accessibility information, that are describing the photo content.

↓ Default language

EN

ⓘ © Copyrights attributions

ⓘ Accessibility information: Describe your image here in order for all users to fully experience the site.

Continue

Finish the profile setting by adding cover image and company/event organizer logo. Remember to include copyrights and accessibility information here as well. Company/event organizer profile needs to be created only ones. After that, you can always use ready the company/event organizer profile for adding events to Visit Espoo Event Calendar.

Add cover image ?

ⓘ Cover image makes your Profile look great. The optimal image size is 1920X550 (landscape). You may also add your logo to your cover page.

I want to use a cover image I will upload a cover image later

Choose

↓ Default language

EN

ⓘ © Copyrights attributions


ⓘ Accessibility information: Describe your image here in order for all users to fully experience the site.

Continue

Fill company/event organizer contact information and social media links.

Contact information




 Email


 Phone


Continue


Links to your social media



 Facebook page

 Twitter account

 Instagram account

 Youtube channel

Continue

Lastly, add the company/event organizer's website link(s) and familiar yourself with Terms and Conditions for adding events to Visit Espoo Event Calendar.

Links to your other www-sites ?

i These are additional links to, for example, your homepage, reservation or booking system etc. To add a link, type in the name you wish to use on the button, such as "Homepage", add a full link below and click on "+" to add.

↓ Default language

EN

Name of button e.g. "Homepage", "Website", "Book tickets" etc +

Type link here. Start with https://www...

I accept the Terms and Conditions of this service and confirm that I have the right to publish this content. I confirm that the created content complies with legal and ethical requirements and does not infringe on any copyrights. To finish click on "Create Page". After you create the page click on "Enable Edit Mode" on top right to start adding additional text by utilising "New Page Object" button For detailed instructions please see our user guide. Lue käyttöehtomme sivulta: [Terms](#)

Finish Save as draft

CREATING EVENT

Once your company/event organizer profile is created, you can start adding events. From the right upper corner you can choose ADD, and then choose CREATE EVENT. Here you can select you company/event organizer profile that you created in previous steps.

NOTE: If you skipped adding the company/event organizer profile you need to go back and create the profile first.

Create event

Select Profile



-- Select organizer from the list --

After choosing the profile, you can start filling information regarding the event (including name and description). Remember to add also the Finnish version by using the translate buttons or manage languages button.

↓ Default language

EN Manage languages ?

Name of the event

Name of the event

Translate

Short description

i To optimise your Page content for different purposes we need a short and precise description of your content. For example; social media share previews, search engine results, etc. Keep the length to 200 characters.

Write a short description for marketing purposes now

Skip for now, I will write a short description later

Short description

Translate

Long description ?

i The long description serves as a presentation of your event.

Long description

Translate

Choose correct themes based on the nature of the event.

Current events

Events by theme

Add additional information about the event such as price and whether the event is accessible. You can also add max. 5 own hashtags to optimize the search engine of the event.

Price ?

There is no price information
 Define price information

€ Min price
€ Max price

Additional information ?

Add your own hashtags ?

ⓘ Carefully describe the hashtags associated with your page. Please, do not use more than four key words.

↓ Default language

Nothing added yet

Add the event location or link in case the event is hold online.

Event locations ?

Event takes place in a physical location This is only virtual event

No event locations yet defined

Add an optional link to live feed (start with: <https://www>.)

Add the event timing. Note: When the same event is repeating e.g. each Saturday from 10:00-15:00 add the each date separately by clicking on ADD DATE.

Event dates ?

Event takes place on specific dates & times Event has a set schedule

i Define event dates


<input type="text" value="pp-kk.vvv"/> <input type="button" value="📅"/>	<input type="text" value="--:--"/> <input type="button" value="🕒"/>	<input type="text" value="pp-kk.vvv"/> <input type="button" value="📅"/>	<input type="text" value="--:--"/> <input type="button" value="🕒"/>
---	---	---	---

Add an event image in size 1920x1080. Please note: photo shouldn't include any written text. In case there is a written text in the photo remember to explain written text in the accessibility information below the photo.

Add thumbnail image ?

i Optimal size is 1920x1080 in landscape. Please avoid images with text.

UPLOAD DEFAULT IMAGES



Choose

Continue

Remember to add photo's copyrights and photo's accessibility info.

↓ Default language

EN

i **©** Copyrights attributions

i Accessibility information: Describe your image here in order for all users to fully experience the site.


Continue

You can also add logo and cover image to make your event stand out.

Add cover image ?

i Cover image makes your Profile look great. The optimal image size is 1920x550 (landscape). You may also add your logo to your cover page.

I will upload a cover image later I want to use a cover image



↓ Default language

EN

i Copyrights attributions

i Accessibility information: Describe your image here in order for all users to fully experience the site.

Continue

Check contact information and social media links.

Contact information ?

🏠 Email

📞 Phone

Links to your social media ?

f Facebook page

✕ Twitter account

@ Instagram account

📺 Youtube channel

Continue

It is IMPORTANT to add the website link to the event, so the audience can neither get to the booking page or find more detail information at event organizer own website.

Links to your other www-sites



i These are additional links to, for example, your homepage, reservation or booking system etc. To add a link, type in the name you wish to use on the button, such as "Homepage", add a full link below and click on "+" to add.

↓ Default language

EN

Name of button e.g. "Homepage", "Website", "Book tickets" etc



Type link here. Start with https://www..

Continue

Lastly read the Terms and Conditions, and by pressing button FINISH you will send the ready event for pre-posting check to Visit Espoo.

I accept the Terms and Conditions of this service and confirm that I have the right to publish this content. I confirm that the created content complies with legal and ethical requirements and does not infringe on any copyrights. To finish click on "Create Page". After you create the page click on "Enable Edit Mode" on top right to start adding additional text by utilising "New Page Object" button For detailed instructions please see our user guide. Lue käyttöehtomme sivulta: [Terms](#)

Finish

Save as draft